



**City of Asheville  
Parks, Recreation and Cultural Arts Department**

**Request for Proposal: Stage Production – Bele Chere Festival**

The City of Asheville is requesting bid proposals for the services described on the attached pages. Minimum requirements are as identified.

Bids will be evaluated by price, ability to provide equipment and services requested, past performance as a supplier to the City of Asheville (if applicable), and the ability to furnish references for past contracts fulfilled of a similar scope and size.

Before submitting a proposal, each bidder is encouraged to make all investigations and examinations necessary to ascertain on site conditions and requirements affecting the full performance of the contract and to verify any representations made by the City of Asheville upon which the bidder will rely. If the bidder receives a contract as a result of its proposal, failure to have made such investigations and examinations will in no way relieve the bidder from its obligations to comply in every detail with all provisions and requirements of the contract documents nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contractor for additional compensation.

The City of Asheville has adopted a Minority Business Plan to encourage participation by minority businesses in the award of contracts. Bidders are hereby notified that this bid is subject to the provisions of that Plan to outreach to minority businesses for this project. Bidders should provide a written statement of their intentions to perform minority business outreach with or without subcontracting and if they will be subcontracting, what are the bidder's good faith efforts in response to this RFP. Questions regarding the Minority Business Plan may be directed to the Coordinator of the Minority Business Program, in person at 70 Court Plaza on the 5<sup>th</sup> Floor, Asheville, NC 28801 or by phone at (828) 232-4566 or by email at [minoritybusiness@ashevillenc.gov](mailto:minoritybusiness@ashevillenc.gov) or find information on the website at [www.ashevillenc.gov/mbp](http://www.ashevillenc.gov/mbp).

You can access two sources for certified minority firms at [www.doa.nc.gov/hub](http://www.doa.nc.gov/hub) or [www.ips.state.nc.us/ips/vendor/searchvendor.aspx?t=h](http://www.ips.state.nc.us/ips/vendor/searchvendor.aspx?t=h) to search for vendors. It is the policy of the City to (1) provide minorities an equal opportunity to participate in all aspects of its contracting and procurement programs and (2) prohibit any and all discrimination against persons or businesses in pursuit of these opportunities.



**City of Asheville  
Parks, Recreation and Cultural Arts Department**

**Request for Proposal: Stage Production – Bele Chere Festival**

Under this Request for Proposal, the City of Asheville invites Stage Production companies to submit proposals for the 2010 and 2011 Bele Chere Festival.

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit one original, signed proposal to either:**

**Mailing Address:**

City of Asheville  
Parks, Recreation & Cultural Arts  
Attn: Stage Production  
PO Box 7148  
Asheville, NC 28802

**Physical Address:**

City of Asheville  
Parks, Recreation & Cultural Arts  
Attn: Stage Production  
70 Court Plaza, City Hall, 4<sup>th</sup> Floor  
Asheville, NC 28801  
Mon-Fri: 9:00 a.m. – 5:00 p.m.

**Email:**

[stravis@ashevillenc.gov](mailto:stravis@ashevillenc.gov)  
Subject: Stage Production



**City of Asheville  
Parks, Recreation and Cultural Arts Department**

**Request for Proposal: Stage Production – Bele Chere Festival**

**SUMMARY**

The Bele Chere festival is the largest, free street festival in the southeast, with attendance estimated at 300,000. The City of Asheville Parks, Recreation, and Cultural Arts Department produces all aspects of the event, including implementation of entertainment on 4 stages.

The selected stage production company will work closely with Festival staff, the Festival Production Manager, stage managers, and stage crews to ensure the success of the event.

**TERM**

The Stage Production proposal will be for a period of two (2) years for Bele Chere Festivals occurring July 23-25, 2010 and July 29-31, 2011.

**DUE DATE**

**Proposals are due by 5:00 p.m. on Thursday, June 17, 2010.** Applications received after this date will not be considered.

**ELIGIBILITY**

The Request for Proposal is open to all Production companies who can provide the following services for the 2010 and 2011 Bele Chere Festival.

**REQUIREMENTS**

Each year's Bele Chere Festival is held Friday – Sunday the last full weekend of July. Festival hours are Friday from Noon to 10 p.m., Saturday from 10 a.m. to 10 p.m., and Sunday from Noon to 6 p.m. Set-up begins Thursday at 6:00 p.m. and should be completed by 12:00 a.m. on Friday. The Festival ends at 6:00 p.m. Sunday and load-out must be completed by 10:00 p.m.

All stage, sound and lighting equipment must be of professional touring quality. Bidders MUST list and specify make and model of all equipment in your bid. Please note that non-itemized and partial bids will not be accepted.

Bidders shall include a production manager (with references) that will be onsite and available from load-in through load-out to work closely with all Artists in advancing all production requirements and special needs prior to and during the festival. This person will also be required to attend meetings and site surveys prior to and after the festival with City of Asheville Festivals, Fire Department, Police Department, Building Inspection, and Electrical Inspection Staff to insure that all Local, State and Federal codes and safety requirements are met and maintained.

All bidders must include with their bid:

- Three (3) References of large format, multiple stage festivals, in the past five (5) years
- Production Managers' name, contact information and festival references
- A certificate of insurance in the minimum amount of \$3,000,000.00. (The awarded bidder will be required to name the City of Asheville as additionally insured.)

## **STAGE SPECIFICATIONS**

### **Coxe Avenue**

#### **Stage**

- 32 x 28 Mobile hydraulic stage with wind wall
- 16 x 16 FOH
- (2) 8x8x2' carpeted rolling drum risers
- (2) sets) lighted stairs
- Handrail on 3-sides
- Stage and risers to be skirted on 3 sides
- 40 feet of All Access type, free standing, blow through crowd barricade

#### **Sound\***

- 56 CH. Digital FOH console with 2 PSU, 8 VCA, 8 groups, 8 matrix, 16 auxes
- *Drive Rack* – (2) 31 band graphic EQ, systems processors, system compressor, DAT, CD, cassette
- *Processing* – 8 CH gates, 12 CH compression, (1) digital delay, (1) H3000 Harmonizer, (2) digital multi-effects processors.
- *Snake* – 48 CH 300' transformer isolated with ground lifts and 50' monitor split, (6) 12 CH sub snakes
- *Speaker system* – (16) full range, 3-way tri-amped Line Array cabinets (must be flown). (12) 2 x 18 sub cabinets
- *Monitors* – 48 CH Monitor console with (2) PSU capable of providing 16 mixes.
  - *Processing* – (16) 31 band graphic EQ's (must all be same make and model), 2 digital reverbs, (8) CH gates, (8) CH Compression.
  - *Monitor Speakers* – (16) bi-amped (12x2 or 15x2) monitor wedges, stereo 4-way sidefills, 3-way drum monitor
- Cables, stands and microphones to artists specs.
- (1) 200A / 3-phase power distribution system

#### **Lights**

- 72 K Par 64, 2 mole-fays, 8 Hard edged Moving lights, 48 channels dimming, 48 CH lighting controller capable of controlling intelligent lighting as well as conventionals

#### **Technicians**

- 3 Sound technicians
- 1 Lighting director

### **Biltmore Avenue**

#### **Stage**

- 24 x 24 mobile hydraulic stage with (1) 8 x 8 carpeted drum riser
- 12 x 12 FOH
- (1) set lighted stairs
- Hand rail on 3 sides
- Stage and risers must be skirted on 3 sides
- 40 feet of All Access type, free standing, blow through crowd barricade

### **Sound\***

- 48 CH. Digital FOH console with (2) PSU, (8) groups, (8) auxes, (4) matrix.
- *Drive Rack* – (2) 31 band graphic EQ's, systems processors, system compressor, CD, cassette
- *Processing* – 8 CH gates, 12 CH compression, digital delay, (2) multi-effects processors.
- *Snake* – 40 CH 200 ft. transformer isolated snake with ground lifts and 40' monitor split, (4) 12 CH sub snakes.
- *Speaker System* – (8) full range, 3-way tri-amped speaker cabinets (speakers must be flown), (6) 2 x 18 sub cabinets.
- *Monitors* – 48 CH monitor console with (2) PSU capable of providing 12 mixes.
  - *Processing* – (10) 31 band graphic EQ's (must all match), 8 CH gates, 8 CH compression. Two (2) digital reverbs.
  - *Monitor Speakers* – (12) bi-amped monitor wedges, 3-way tri-amped drum fill.
- Microphones, stands and cables to artists' specs.
- (1) 100A / single phase power distribution system

### **Lights**

- 48 K PAR 64 lamps, 24 CH lighting console, 32 channels of dimming and a 24CH lighting controller

### **Technicians**

- 3 Sound technicians
- 1 Lighting director

### **Battery Park**

#### **Stage**

- 32 x 28 Mobile hydraulic stage with wind wall
- 16 x 16 FOH
- (2) 8'x 8'x 2' carpeted rolling risers
- (2) sets lighted stairs
- Handrail on 3-sides
- Stage and risers to be skirted on 3 sides
- 48 feet of All Access type, free standing, blow through crowd barricade

### **Sound\***

- 56 CH. Digital FOH console with 2 PSU, 8 VCA, 8 groups, 8 matrix, 16 auxes
- *Drive Rack* – (2) 31 band graphic EQ, systems processors, system compressor, DAT, CD, cassette
- *Processing* – 8 CH gates, 12 CH compression, (1) digital delay, (1) H3000 Harmonizer, (2) digital multi-effects processors.
- *Snake* – 48 CH 300' transformer isolated with ground lifts and 50' monitor split, (6) 12 CH sub snakes
- *Speaker system* – (16) full range, 3-way tri-amped Line Array cabinets (must be flown). (12) 2 x 18 sub cabinets
- *Monitors* – 48 CH Digital Monitor console with (2) PSU capable of providing 16 mixes.
  - *Processing* – (16) 31 band graphic EQ's (must all be same make and model), 2 digital reverbs, (8) CH gates, (8) CH Compression.
  - *Monitor Speakers* – (16) bi-amped (12x2 or 15x2) monitor wedges, stereo 4-way side fills, 3-way drum monitor
- Cables, stands and microphones to artists specs
- (1) 200A / 3-phase power distribution system

### **Lights**

- 72 K Par 64, 2 mole-fays, 8 Hard edged Moving lights, 48 channels dimming, 48 CH lighting controller capable of controlling intelligent lighting as well as conventionals

### **Technicians**

- (3) Sound technicians
- Lighting director

### **Haywood Street**

#### **Stage**

- 24 x 24 mobile hydraulic stage with (1) 8 x 8 drum riser
- 12 x 12 FOH
- (1) set lighted stairs
- Hand rail on 3 sides
- Stage and risers must be skirted on 3 sides
- 40 feet of All Access type, free standing, blow through crowd barricade

#### **Sound\***

- 48 CH. Digital FOH console with (2) PSU, (8) groups, (8) auxes, (4) matrix.
- *Drive Rack* – (2) 31 band graphic EQ's, systems processors, system compressor, CD, cassette
- *Processing* – 8 CH gates, 12 CH compression, digital delay, (3) multi-effects processors.
- *Snake* – 40 CH 200 ft. transformer isolated snake with ground lifts and 40' monitor split, (4) 12 CH sub snakes.
- *Speaker System* – (8) full range, 3-way tri-amped speaker cabinets (speakers must be flown), (4) 2 x 18 sub cabinets.
- *Monitors* – 48 CH monitor console with (2) PSU capable of providing 12 mixes.
  - *Processing* – (12) 31 band graphic EQ's (must all match), 4 CH gates, 4 CH compression.
  - *Monitor Speakers* – (12) bi-amped monitor wedges, 3-way tri-amped drum fill.
- Microphones, stands and cables to artists' specs.
- (1) 100A / single phase power distribution system

#### **Lights**

None

### **Technicians**

- (3) Sound technicians

**NOTE – ALL STAGES: All signal and electrical cables on the ground must be contained in Yellow Jacket type cable ramps with no exceptions.**

\* Accepted digital mixing consoles are: Yamaha PM5D-RH, Yamaha M7CL, Digidesign Venue, Digidesign Profile, Digidesign SC-48, and Midas Pro6.

### **CITY OF ASHEVILLE TO PROVIDE**

- Festival staff liaison to work directly with Production Company in regards to festival entertainment planning, implementation and technical needs including backline
- Preparation of all artists' stage plots and technical needs
- Stage and job specific binders with pertinent Bele Chere Entertainment information
- An agreed upon number of crew for unloading, rigging, and reloading equipment for set-up, the duration of the festival, and teardown
- A maximum of (20) hotel rooms for the festival's duration beginning Thursday night through Sunday night (as needed). May be in multiple locations.
- Meals: Pizza during set-up on Thursday, Lunch and Dinner on Friday and Saturday and Lunch and Pizza on Sunday
- Agreed upon contract fee for services rendered

**CRITERIA**

Proposals will be evaluated on the following criteria:

- Ability to provide services requested
- Ability to provide equipment within festival specs
- Ability to provide logistical support to the festival
- Competitive pricing

A higher rating may apply to Production Companies that have successfully partnered with the City of Asheville for past Bele Chere Festivals and those that are located within Western North Carolina (defined as the counties of Avery, Buncombe, Burke, Caldwell, Cherokee, Clay, Haywood, Henderson, Graham, Macon, Madison, McDowell, Mitchell, Jackson, Polk, Rutherford, Swain, Transylvania, Yancey, and Watauga).

**DETERMINATION**

All proposals will be reviewed and scored by City of Asheville Parks, Recreation and Cultural Arts Staff and others as deemed appropriate.

Upon final review and determination, each bidder shall be notified regarding their acceptance or rejection status via email. The successful bidder shall be notified first via email, followed by contract.